



# Chicago Metropolitan Agency for Planning

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## **Local Technical Assistance Program Assistant /Associate Planners (LTA092015) September 30, 2015**

**Company/Agency:** Chicago Metropolitan Agency for Planning  
**Job Category:** Assistant / Associate Planners  
**Experience Required:** 0 to 2 years (Assistant); 3 to 5 years (Associate)  
**Salary Range:** Assistant: \$45,000 - \$55,803/ Associate: \$54,000 - \$66,933

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire two full-time employees to help advance the Local Technical Assistance (LTA) program and contribute to the agency's long-range planning. The positions will be filled at the Assistant or Associate level. Compensation will be commensurate with qualifications and experience.

CMAP was created in 2005 to integrate planning for land use and transportation in the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. In October 2010, CMAP released GO TO 2040, the region's long-range comprehensive plan. The agency is now focusing on implementing the plan, which includes technical assistance to local governments as a major activity. For more information on GO TO 2040, visit [www.cmap.illinois.gov/2040](http://www.cmap.illinois.gov/2040).

### **Position Description**

The position is primarily expected to contribute to the LTA program. This program was initiated in spring 2011 to create new resources for technical assistance and coordinate with existing technical assistance activities. It has resulted in a series of innovative local projects in the Chicago region that support livability principles, implement GO TO 2040, and build capacity in local communities. Over 100 projects have been completed to date, with 50 more underway. Projects include comprehensive plans, corridor or subarea plans, zoning revisions, studies of special topics such as housing or economic development, and similar planning activities. This program requires travel throughout the region; candidates must have the ability and willingness to work with communities across the region. To obtain more information on the LTA program, please visit [www.cmap.illinois.gov/lta](http://www.cmap.illinois.gov/lta).

The position may also be asked to contribute to other CMAP activities, including but not limited to the update of GO TO 2040, which is due in October 2018, as well as the agency's general activities in policy, programming, and planning.

### **Responsibilities**

Essential functions of this position are to:

- Manage and support local plans produced through CMAP's LTA program.
- Incorporate the principles of GO TO 2040 into local plans.
- Contribute to all elements of local plan development, including research, analysis, mapping, writing, stakeholder engagement, and public outreach.

- Establish and maintain strong relationships with local project sponsors and partner organizations, and communicate CMAP's principles effectively.
- Work as part of multidisciplinary teams and contribute to complex projects.

### **Qualifications**

CMAP will recruit two planners at the Assistant or Associate level with the knowledge, experience, and skills to assist with the development and implementation of local plans, focusing primarily on the intersection between transportation and land use. The successful candidate must demonstrate:

- Knowledge of local planning practice in northeastern Illinois, including plan and ordinance preparation, development review, and the role of appointed and elected officials.
- Understanding of the links between transportation, land use, housing, economic development, taxation, environment and natural resources, and community development.
- Ability to provide technical assistance, conducts trainings and workshops, and develops innovative, collaborative solutions to build local capacity.
- Experience working with elected officials and local government staff in designing and implementing policies, strategies, and regulatory approaches that support sustainability and address socioeconomic inequities.
- Excellent written and oral communication skills.
- Interest and ability to interact with partner agencies, local governments, and the general public.
- Ability to manage and contribute to complex projects and to work as part of a multi-disciplinary team.

Beyond these general qualifications, the position is expected to help advance the LTA program in specific ways. It is not expected that any single candidate will be able to contribute in all of these areas, so candidates should specify which of these best match their experience and skills. All of these represent potential areas of expansion and growth for the LTA program. Specific areas of interest include:

- **Transportation planning.** This includes experience with the development of local transportation plans. Transportation plans produced by CMAP through the LTA program typically are multi-modal in nature and conducted at the corridor or municipal level. Experience, knowledge, or interest in freight is particularly desired.
- **Ordinances and development regulations.** As the LTA program continues to expand its technical assistance offerings beyond producing plans, projects that involve zoning ordinances, subdivision regulations, development review processes, and other development regulations will increase in importance, and candidates with this type of experience are desired.
- **Municipal governance and operations.** The most common sponsor of LTA projects are municipalities. Developing implementable recommendations requires an understanding of municipal capacity, and plans often directly recommend actions to improve municipal governance and operations. Experience working with lower-capacity municipalities, either on staff or as a consultant, is desired.
- **Outreach and engagement.** A hallmark of CMAP's planning work is active and innovative engagement of stakeholders and the general public. Candidates with demonstrated experience or interest in outreach and engagement are desired.

It is understood that candidates at the Assistant level will have limited work experience, but they should demonstrate strong interest and familiarity with the topics addressed by CMAP. Candidates at the Associate level are expected to have several years of direct work experience in relevant topics. At both levels, demonstrated ability to contribute to complex projects and work as part of a team is required.

**Education and/or Experience**

A Bachelor's degree in Planning or a related discipline is required, and a Master's degree is preferred for both the Associate and Assistant level. At least 3 to 5 years of work experience in planning is required for the Associate level; candidates with 0 to 2 years of experience are better suited for the Assistant level.

**How to Apply**

Applicants should apply online at <https://cmap.hyrell.com>.

**Posting End Date**

This posting will close on December 6, 2015.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*